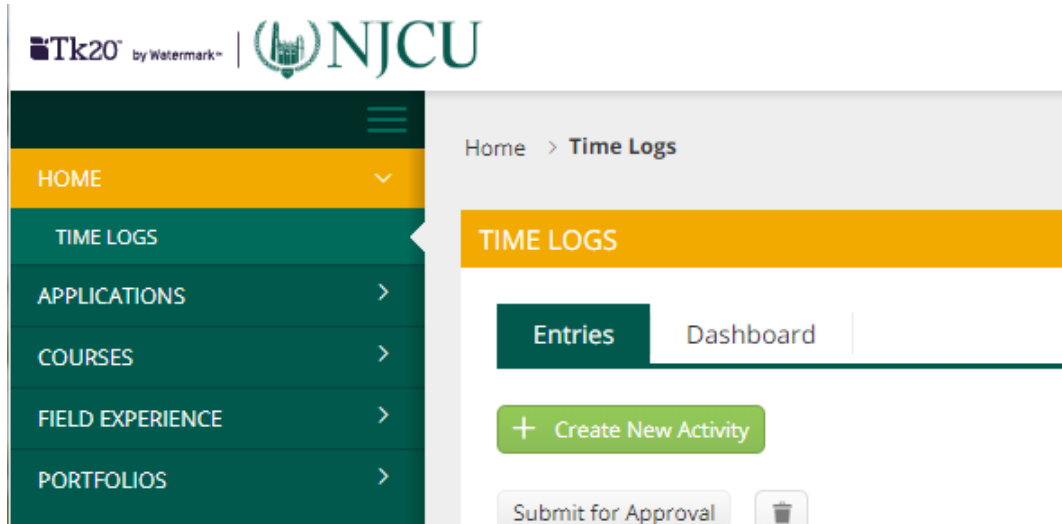
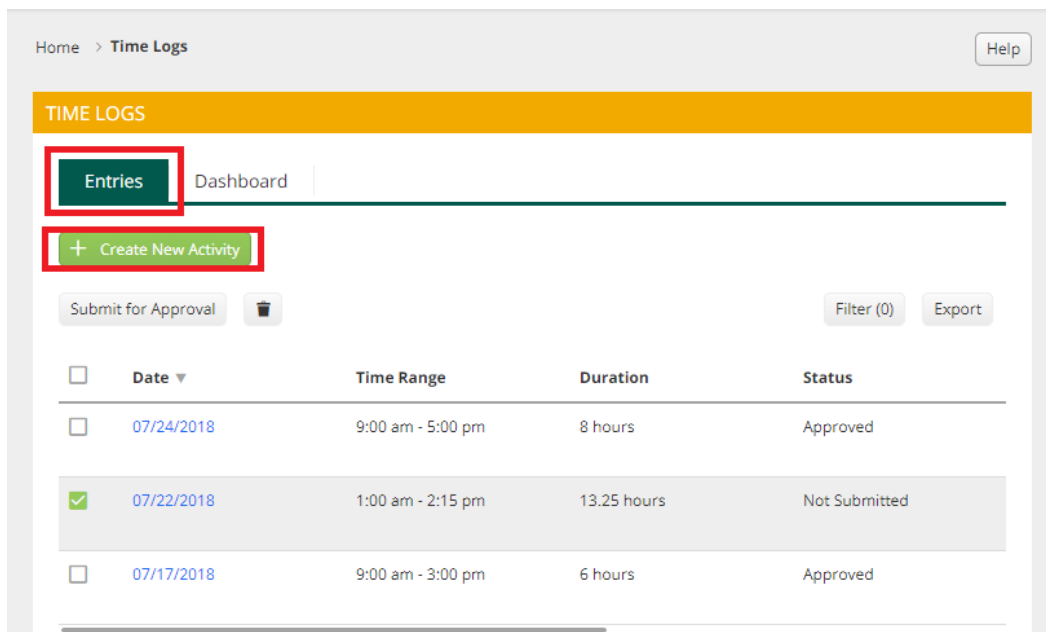


## To Create a Time Log Entry:

1. In Tk20, navigate to Time Logs, under the Home tab on the side menu.



Here, you will see two tabs across the top of the page: Entries and Dashboard. The Entries tab shows you each individual time log entry that you have created.



2. In the Entries tab, click the green “Create New Activity” button.
3. Fill in the following activities details:
  - Activity: from this drop down menu, select “Student teaching.”

- Reviewer Email: Type in the email address of the instructor teaching your field experience class. This person will be reviewing and approving/rejecting your entry.
- Date: Select the date for which you are entering this time.
- Time Range: Select the clock hours for which you are submitting this entry.
- Description (optional): You may include a description of your experience during this entry.

**CREATE NEW ACTIVITY**

Activity Details | Questions

Time Log:\* Clinical Practice Student Hours

Activity:\*

Reviewer Email:\*

Date:\*

Time Range:\* Start Time:  :   End Time:  :

Description:

4. When you have completed the activity details and questions tabs, click the green “Create” button at the bottom of the page.

## To Submit Your Entries for Approval:

1. In the Entries tab of the Time Logs page, indicate the entries you want to submit for approval by selecting the checkbox next to each of them.
2. Click "Submit for Approval" at the top of the list.

The screenshot shows the 'TIME LOGS' interface. At the top, there are tabs for 'Entries' and 'Dashboard'. Below the tabs is a '+ Create New Activity' button. A 'Submit for Approval' button is highlighted with a red box. To the right of this button are 'Filter (0)' and 'Export' buttons. Below these buttons is a table with the following columns: 'Date', 'Time Range', 'Duration', and 'Status'. The table contains three entries. The second entry, dated 07/22/2018, is highlighted in grey and has a green checkmark in a red box next to its date. The other two entries are dated 07/24/2018 and 07/17/2018.

<input type="checkbox"/>	Date ▼	Time Range	Duration	Status
<input type="checkbox"/>	07/24/2018	9:00 am - 5:00 pm	8 hours	Approved
<input checked="" type="checkbox"/>	07/22/2018	1:00 am - 2:15 pm	13.25 hours	Not Submitted
<input type="checkbox"/>	07/17/2018	9:00 am - 3:00 pm	6 hours	Approved

3. Review your selected entries and, if no changes need to be made, click "Submit."

Date	Time Range	Activity	Status
07/22/2018	1:00 am - 2:15 pm	Student teaching	Not Submitted

[Cancel](#)

## To View a Summary of Your Time Logs:

Click on the Dashboard tab to see the status of your entries:

1. A chart that shows the total number of hours in each status category per activity
2. An interactive graph that can show hours based on approval status or activity

### TIME LOGS

Entries

Dashboard

#### CLINICAL PRACTICE STUDENT HOURS

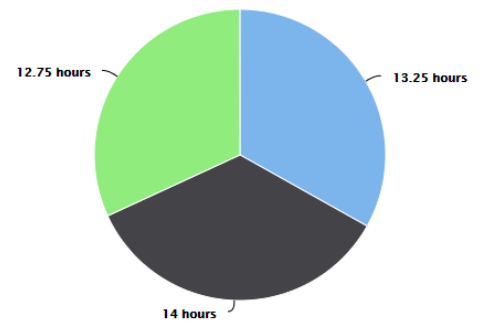
##### DETAILS

Activity	Approved	Pending Approval	Rejected
Student teaching	14.0	0	0

##### HOURS SUMMARY

Hours by Status

##### Hours by Status



● Not Submitted ● Approved ● Not Yet Logged